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3 November 1983

MEMORANDUM FOR: P&PD Branch and Staff Chiefs

THROUGH: Production Manager, P&PD/OL

FROM:

[REDACTED]
Chief, Plans, Program and Systems Staff, P&PD/OL

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SUBJECT: Takeover of JPRS Printing Functions

1. The purpose of this memorandum is to provide a current status of the Printing and Photography Division (P&PD) takeover of the Joint Publication and Research Service (JPRS) printing functions and to solicit information from Branch and Staff Chiefs on internal requirements for providing support.

2. As a result of a joint P&PD/JPRS staff study and discussions and negotiations between the two components, a decision was made that P&PD would assume all printing production responsibilities for JPRS. On 24 October 1983, P&PD received a Memorandum of Agreement (MOA) (Attachment A) signed by the Deputy Director for Administration and Deputy Director of Science and Technology which calls for the transfer of all JPRS printing functions and responsibilities to P&PD.

3. As a result of that MOA, representatives of P&PD and JPRS are working out an implementation plan for the actual transfer of the functions and responsibilities. The undersigned, [REDACTED] represent P&PD on the implementation planning team. The first meeting of this team was held on 1 November and a first draft implementation plan was developed (Attachment B).

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4. The takeover of JPRS printing responsibilities will be phased over the next 2-3 months. [REDACTED] will be assigned to JPRS on 7 November and will coordinate the transfer from that end. [REDACTED] the current JPRS Print Shop Chief, will be assigned to the P&PD Planning Staff on 21 November to be liaison with JPRS from P&PD.

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5. In order to support the JPRS printing function, P&PD will receive 13 positions (with current incumbents), all FY-84 and FY-85 JPRS funding, and all equipment and/or supplies used in

printing production support. Attachment C lists current JPRS personnel and equipment.

6. JPRS currently prints 55 ad hoc publications. These publications equate to an average of 13.4 reports per day. Each report contains an average of 100 original pages and requires an average of 187 copies. A job profile based on FY-83 production statistics is contained in Attachment D.

7. Mr. Regan plans to address the JPRS employees Friday, 4 November, at 1400 hours. He will discuss the impending takeover and what their jobs/responsibilities will be in P&PD.

8. During the coming weeks, a significant amount of input from the Branch and Staff Chiefs will be required in order to insure a smooth transition of the JPRS functions. Your cooperation is appreciated. Please review the attached material and if I can answer any questions, please see me.

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Attachments:
As stated

Attachment A

P&PD/JPRS

Memorandums of Agreement

ROUTING AND RECORD SHEET

DD/A Registry

SUBJECT: (Optional)

Transfer of JPRS Printing Support Responsibilities

83-4600

FROM

NO.

OL 11165-83

STAT

DATE

20 SEP 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. Director, Foreign Broadcast Information Service, DDS&T 1013 Key Bldg.	10/13		<i>W</i>
2. Service, DDS&T 1013 Key Bldg.			
3. Deputy Director for Science and Technology 6E60, Hqs.		10/17	<i>Quik</i>
4. Ec/PDA	19 OCT 1983	9	<i>R</i>
5. Deputy Director for Administration 7D24, Hqs.		20 OCT 1983	<i>Z</i>
6. 			
7. C/P&PD/OL 158 P&P Bldg.			
8. 			
9. 			
10. 			
11. 			
12. 			
13. 			
14. 			
15. 			

1. Signature

3. Approval

5. Approval

STAT

83-4600

MEMORANDUM FOR: Deputy Director for Science & Technology
Deputy Director for Administration

FROM:

Director, Foreign Broadcast Information Service

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Director of Logistics

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SUBJECT: Transfer of JPRS Printing Support
Responsibilities

1. Attached for your approval is a Memorandum of Agreement (MOA) that transfers responsibility for supporting all Joint Publications Research Service (JPRS) printing production requirements to the Office of Logistics, Printing and Photography Division (OL/P&PD). This agreement is the result of a feasibility study that was jointly undertaken by OL/P&PD and the Foreign Broadcast Information Service, System Development Staff (FBIS/SDS).

2. The study concluded that it is both feasible and practical for OL/P&PD to assume the JPRS printing production responsibilities. That conclusion was based on the following facts:

- a. P&PD has the capability/versatility to provide consumers with a high-quality JPRS product in a timely fashion.
- b. There will be a minimal annual Agency cost savings/avoidance in excess of \$45,000.
- c. This action will provide a better opportunity for developing and implementing an automated JPRS publishing system which will result in even a higher quality product.

OL 11165-83



SUBJECT: Transfer of JPRS Printing Support Responsibilities

- d. This consolidation of efforts provides the Agency with better overall management and support of Agency printing requirements, which will result in better personnel, equipment, and space utilization.
- e. JPRS printing personnel will be provided a better career path with more opportunities for advancement and a chance to learn a variety of job skills which will provide greater overall job satisfaction.

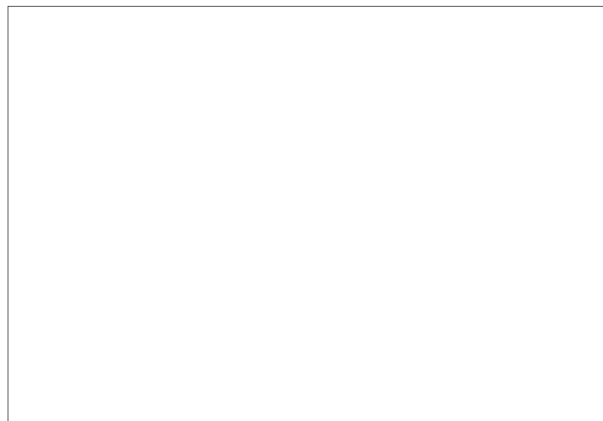
3. Based on the conclusions and facts outlined above, the study recommended that P&PD assume the responsibility for supporting all JPRS printing production requirements. It further recommended that FBIS/JPRS transfer to P&PD 13 positions, all printing production equipment, and the FY 1984 and FY 1985 funding that is currently programmed to support printing production requirements. It is also recommended that a joint P&PD/JPRS task team be assigned to develop and document an overall implementation plan. If work begins immediately on the implementation plan, the transfer of responsibilities can be completed by 31 December 1983.

4. With your approval, a task team will be formed and implementation of the recommendations will begin thereafter. OL/P&PD Plans, Programs and Systems Staff (PP&SS), will be the senior representative for O/L and , Chief, JPRS, will be the senior representative for FBIS.

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Oct
13 Sept 83
Date

20 Sept
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Attachment:
As stated

SUBJECT: Transfer of JPRS Printing Support Requirements

Approved:

[Redacted Signature]

Deputy Director for Science & Technology

10/17/83
Date

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Approved:

[Redacted Signature]

Acting Deputy Director for Administration

10/30/83
Date

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Memorandum of Agreement

Between

The Deputy Director for Administration,
Office of Logistics, Printing and Photography Division

and

The Deputy Director for Science and Technology,
Foreign Broadcast Information Service,
Joint Publication Research Service

on

The Printing Production Support for the
Joint Publication Research Service Publications

A. Purpose

The purpose of this memorandum is to document agreements on the transfer of the Foreign Broadcast Information Service's Joint Publication Research Service (FBIS/JPRS) printing production support function to the Office of Logistics' Printing and Photography Division (OL/P&PD).

B. Background

The agreements outlined in this memorandum are a result of recommendations in a joint feasibility study undertaken by OL/P&PD and the FBIS System Development Staff (SDS). The agreements, when approved and implemented, will relieve FBIS/JPRS of all printing production responsibilities for their publications and will require that OL/P&PD assume those responsibilities and provide that support with no degradation in service. There are overall benefits to the Agency in this transfer of responsibilities. These benefits include: 1) a higher quality JPRS product; 2) an overall annual cost savings/avoidance in excess of \$45,000; 3) better overall management and support of Agency printing requirements which will result in better personnel, equipment, and space utilization; 4) a better opportunity for developing and implementing an automated JPRS publishing system; and 5) a better career path for JPRS printing personnel.

C. Agreements

In order to transfer the FBIS/JPRS printing support function to OL/P&PD and to assure that all FBIS/JPRS printing requirements are met with no degradation in service, the following agreements have been reached:

1. The Foreign Broadcast Information Service, Joint Publications Research Service will:
 - a. Transfer thirteen JPRS printing production support positions with present incumbents that have or can pass Agency clearances to OL/P&PD. One exception is who will remain at JPRS.
 - b. Transfer all equipment that supports the JPRS printing production requirements which was in use as of 31 July 1983 to OL/P&PD.
 - c. Transfer all FY 1984 and FY 1985 operational funds to OL/P&PD that are allocated to JPRS for printing support.
 - d. At the time of full implementation, transfer all remaining JPRS printing supplies to OL/P&PD.

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- e. Continue to support storage of and servicing requests for previously printed JPRS reports.
 - f. Provide OL/P&PD with current distribution lists for all publications and also provide updates to those lists as required.
 - g. Provide OL/P&PD with camera-ready copy and a work order/requisition detailing printing requirements/volumes for each publication submitted.
 - h. Contact the OL/P&PD Photography Branch for support to JPRS on-site photographic requirements and follow up all contacts with a work order/requisition.
2. The Office of Logistics Printing and Photography Division will:
- a. Assume full responsibility for printing and dissemination support for all JPRS publications and requirements. The publications include, but are not limited to, ad hoc issuances such as specialized reports, reprints, reference aids, newsletters, glossaries, handbooks, and supplements. OL/P&PD will also print and disseminate JPRS biographic cards for the Office of Central Reference, DDI.
 - b. Provide printing positions for those JPRS personnel transferred to the Division.
 - c. Support JPRS requirements for printing copyright and For Official Use Only material.
 - d. Support all JPRS photographic and graphics requirements for JPRS reports and any additional requirements currently supported by the JPRS photographer.
 - e. Make no changes in the format or appearance of JPRS publications without prior approval.
 - f. Provide a 48-hour (from time of receipt) job throughput time for JPRS serial publications. Documents will be printed on a first-in/first-out basis in the order they are received.
 - g. Cooperate and work with FBIS/JPRS in the development of a compatible distribution change system. Distribution changes will be effected on a weekly basis.

- h. Provide JPRS with a medium volume copier that will be used to support any remaining administrative copying requirements.
- i. Support JPRS automation efforts in terms of electronically receiving data and typesetting and printing it within the Division. P&PD will support pilot tests in the near term and provide overall support in the future.
- j. Provide all FY 1986 and future funding for support to JPRS printing production support requirements.
- k. Assume full responsibility for any costs (excluding costs for any JPRS site renovations) associated with moving JPRS printing production facilities from 1000 Glebe Road, Arlington, Virginia to the Printing and Photography Building on the Headquarters compound.

Upon approval of this MOA, OL/P&PD and FBIS/JPRS will prepare a joint implementation plan for the transfer of functions and responsibilities. The plan will call for a phased implementation with completion on or about 31 December 1983.

Approved:



Deputy Director for Science and Technology

10/17/83
Date

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Acting Deputy Director for Administration

10/20/83
Date